



ROBERTS
WESLEYAN COLLEGE



NORTHEASTERN
SEMINARY

VEHICLE PARKING REGULATIONS

RWC Parking Permit Sticker Required

****Permit Stickers must be displayed on the outside of the vehicle's *side window behind the driver***
Motorcycles must display a permit sticker on the top half of the left front fork.**

What you should know about RWC Parking

- All faculty, staff and students with a vehicle are required to have a parking sticker—NO EXCEPTIONS
- All vehicles including motorcycles must be registered with the Campus Safety Office. You must have a valid US/Canadian driver's license to drive on campus or have a car on campus.
- Parking Permit Stickers are valid through July of each year - Issued by the Campus Safety Office and must be renewed each school year to be valid
- Resident Students—There is **no permit fee** for the first sticker, however, you **must register your vehicle online** and pick up your sticker at the Campus Safety Office (VAC 270) after August 1.
- Commuters—A Permit fee is included on your student account. You **must register your vehicle online** and pick up your parking sticker in the Campus Safety Office (VAC 270) after August 1. There is a \$5 surcharge for a second sticker.
- Non-traditional students pick up their permit sticker from their **department administrator** after registering their vehicle on line. There is a \$5 surcharge for a second sticker.
- Students returning to campus with a vehicle following breaks must register the vehicle and pick up a parking permit sticker upon arrival on campus.
- Students changing vehicles during the year must update their vehicle information in the Campus Safety Office and obtain a parking permit sticker for their "newest" vehicle. There is a \$5 surcharge for a new sticker if the old permit is not returned to the Campus Safety Office.
- Visitors who have a vehicle on campus
 - Visitors must report to the Campus Safety Office to obtain a visitor's pass
 - Overnight parking for temporary permits are restricted to **LOT F**—lower Voller Athletic Center (VAC) There is no charge for this pass. Call 594-7777 for assistance or stop by the Campus Safety Office.
- All regulations are enforced the entire year (SEE ENFORCEMENT and PENALTIES)

Parking and Driving Regulations

Campus Safety enforces all New York State vehicle and traffic laws

- Campus speed limit is 15 mph
- Parking in front of trash dumpsters is **not permitted**
- Parking or driving on the grass or sidewalks is **not permitted**
- No parking in private driveways, delivery entrances or intersections of the sidewalk and road.
- Parking on campus roadways is **not permitted**.

- **NO PARKING ON ORCHARD STREET** - Town of Chili Ordinance.
- **Vehicles not registered** with the Department of Motor Vehicles are **NOT PERMITTED** to park on RWC Property
- **Unregistered vehicles** will be ticketed and towed away at the owner's expense.
- **RWC parking lots** have specific assigned areas for Faculty, Staff, Residents, Commuters, Visitors and Handicapped parking (**See Parking Lot Assignments**)
- **Permit owners** are responsible for knowing **restricted parking areas**
- **No student parking is permitted** in designated RD/RA parking areas or **LOT D (Library)**.
- **Handicap parking** requires a **valid NYS Issued Handicap Permit**

Special Events and Weather Related Emergencies

A fresh snowfall necessitates that snow removal equipment be able to clear campus roads and parking areas. **Notice via email** will be given when it is necessary to move your vehicle from a particular lot due to weather or a special event on campus. **Vehicle owners are expected** to be alert to these notices and **required to move their cars immediately** or within the time frame requested. Failure to do so may subject the owner to a fine and a possible towing of the vehicle at the owner's expense.

Enforcement and Penalties

- Campus Security will issue tickets to violators of campus regulations
- **After 10 days, any unpaid fines will be doubled**
- **Grades and transcripts will be withheld from any students with unpaid fines**
- The fine is marked on the ticket. Payments may be made at the Campus Safety Office (VAC 270), online or at the Cashier's Office (Rinker, First Floor), during regular office hours (9am-3pm)
- Questions concerning parking violations and tickets should be directed to the Office of Campus Security
- Persistent student violators will be subject to additional disciplinary action including the revocation of vehicle parking privileges

Appeals of Parking Fines

- **Appeals** can be made online or in writing on the Appeals form found outside VAC 270
- **Students** may only appeal two tickets per semester. **No ticket** will be considered beyond this guideline
- **Appeals** must be submitted **in writing** within **10 working days**
- **No appeals** will be considered after this deadline
- **Notification of approved/denied appeals** will be sent to the Campus Safety Office and the student involved

Parking Lot Assignments

Please familiarize yourself with the authorized RWC parking areas—there are NO EXCEPTIONS

- **Commuter Students:** **Lot A** (Roberts/Carp), **Lot C** (Smith Hall), **Lot F** (Voller Athletic Center), **Lot K** (Chesbro)
 - 6PM – 3AM Mon. thru Fri. and all day Saturday and Sunday Lot B (Carp/Quad)
- **Resident Students: Use Designated Lot based on Housing:** **Lot F** (Voller Athletic Center), **Lot G** (Townhouse & Alumni Village), **Lot I** (Beeson), **Lot J** (Davison/CPI), **Lot L** (Orchard St.)
 - 6PM – 3AM Mon. thru Fri. and all day Saturday and Sunday lots A (Pearce), B (Carp/Quad), C (SH/Crothers), F (lower VAC)
- **Faculty/Staff:** **Lot A** (Roberts/Carp Hall), **Lot B** (Quads), **Lot F** (Voller Athletic Center), **Lot K** (Chesbro)
- **Visitors:** **Lot A** (Roberts/Carp Hall), **Lot C** (Smith Hall), **Lot F** (Voller Athletic Center), **Lot K** (Chesbro), **Lot E** (Upper Rinker), **Lot D** (Golisano Library)
- **Handicap spaces are available in all lots; please hang valid handicap tag on rearview mirror.**

Students CANNOT park in the Library Lot (Lot D)